

# Northern Territory Working Women's Centre Committee of Management – AGENDA/MINUTES

<b>Meeting Date</b>	17 August 2015
<b>Location</b>	NT Working Women's Centre
<b>Time</b>	5.20 FOR 5.30PM
<b>Members</b>	Fataneh Misaghi, Emma Ringer, Nadine Williams, Eloise Page
<b>Staff</b>	Anna Davis, Rachael Uebergang
<b>Apologies</b>	Emily Webster, Jude Harrison, Golden Noble-Harris
<b>Non-attendance</b>	
<b>Chair</b>	Nadine Williams
<b>Minutes</b>	Anna Davis
<b>Meeting opened</b>	5.35pm

Agenda Item	Assigned
<b>Item 1 - Attendance &amp; welcome to new members</b>	NW
<b>Item 1a - Declaration of conflicts of interest</b> – None declared	NW
<b>Item 2 – Apologies</b> – as above	NW
<b>Item 2a – Non Attendance</b> - none	NW
<p><b>Item 3 – Ratification of minutes of previous meeting</b></p> <p>FM asked for clarification on motions re allocation of employee entitlements and backpay to balance sheet, and update on funding required for server.</p> <p>Minutes amended to change Nadine Maloney in attendance to Nadine Williams.</p> <p>Motion: That the minutes as amended are a true and accurate record.            Moved: EP Seconded: NW  <u>APPROVED</u></p>	NW
<b>Item 4 - Open Actions</b> – see table below for updates	NW
<p><b>Item 5 - Out of session e decisions</b></p> <p>E-decision on policy amendments re Returning to Work After Parental Leave and History of NTWWC as presented to June meeting were formally approved by e-decision.</p> <p>E-decision to approve Emma Ringer as new COM member.</p>	NW
<p><b>Item 6 - Treasurer's Report</b></p> <p>There was no Treasurer's report, however the Treasurer made the following comments:</p> <ul style="list-style-type: none"> <li>The report of July 2015 presented to COM are saying two different stories</li> </ul>	FM

<p>July 2015 P/L report says total expenses for the month of July is 49,770 and YTD as at July says 64,167. Even though the information from the system is absolutely correct it is not appropriate and ready for presentation and not professional.</p> <ul style="list-style-type: none"> <li>• COM needs to consider the Treasurer’s financial report which will be prepared from information produced out of MYOB. The proper and accurate report will present the real financial situation of organisation and assist accurate decision making.</li> </ul> <p>COM decided that the Treasurer will prepare and present a financial report to the next meeting.</p> <p>The COM reiterated its decision from the May meeting that they would like both a separate Treasurer’s Report and also want the MYOB Profit and Loss and Balance Sheet tabled for each meeting as reference papers.</p> <p><b>Role of Treasurer</b></p> <p>In order to be clear what COM is expected of treasurer and what legally treasurer is responsible for and committed to, FM requested to discuss the role and duties of treasurer next meeting.</p> <p><b>Presentation of Audit</b></p> <p>The audit opinion is that the financial statements of NTWW comply with Australian accounting standards and all the funds paid under funding agreement has been expended in accordance with terms of agreement. In brief everything is in order.</p> <p>The auditor has reported that everything was in order.</p> <p>FM asked if the list of COM members needs to be updated and if current office bearers can sign if they are not listed – RU advised that the auditor advised that these names do not need to be updated and current office bearers can sign.</p> <p>Agreed that all COM members will consider the report and an e-decision will be made to approve it. Rachael to action within next 7 days.</p>	
<p><b>Item 6A – Tabling of Financial Reports</b> – the Balance Sheet and Profit and Loss reports were circulated prior to the meeting.</p>	<p>NW</p>
<p><b>Item 8A – EBA Sub-committee report</b></p>	<p>NW &amp; RU</p>

<p>RU provided update: an agreement has been reached and voting has been opened to conclude on Thursday. The EA will then be lodged with the FWC as soon as possible. Until the EA is approved by the FWC we can't finalise employment of an Admin Officer Trainee which will assist all staff and take the admin burden off them! (RU updated that the selection process for the Trainee will be complete this week).</p>	
<p><b>Item 9 - Co-ordinators' report</b></p> <ul style="list-style-type: none"> <li>• COM congratulated Anna on her admission to the NT Supreme Court</li> <li>• AGM proposed for 19<sup>th</sup> Oct – <u>agreed</u></li> <li>• Draft policy on Gender, Intersex and Sexual Diversity proposed for approval – COM thinks it is an excellent paper and acknowledge the work that Claire Pirret has done on this project and sees it as succinct and progressive.</li> <li>• COM congratulates AD and RU on the success of the event with Liz Broderick</li> </ul> <p>Motion: That draft policy on Gender, Intersex and Sexual Diversity be approved  Moved: EP Seconded: ER  <b>APPROVED</b></p>	<p>AD &amp; RU</p>
<p><b>Item 10 minute Strategic Plan focus discussion – do we want to continue having focus discussion, and how?</b>  This item is on the action list awaiting EW's return.</p>	<p>NW</p>
<p><b>Item 11 – Choose strategic plan focus for next month's meeting –</b>  Governance: Focus on a self-evaluation exercise of COM's effectiveness, EP to send out a questionnaire to guide this prior to meeting.</p>	
<p><b>Item 12 – Approve new memberships &amp; endorse online members</b>  New membership applications received from:</p> <ul style="list-style-type: none"> <li>• Annie Power (individual)</li> <li>• AMRRIC (Animal Management in Rural and Remote Indigenous Communities) (organisational)</li> <li>• Waltja (organisational)</li> <li>• Proposal to offer Elizabeth Broderick life membership.</li> </ul> <p>Motion: That these memberships be approved  Moved: ER Seconded: EP  <u>APPROVED</u></p> <p>Motion: That Elizabeth Broderick be nominated as a life member  Moved: RU Seconded: FM</p>	

<u>APPROVED</u>	
<p><b>Item 13 - Other business</b></p> <p><b>13a: Acceptance of resignation</b> Resignation received by Jude Harrison. The COM thanks Jude for her work on the COM and her support of the NTWWC. Nadine to send thanks by email.</p> <p><b>13b: COM vacancy</b> RU to circulate our recruitment policy.</p>	
<b>Item 14 – Next meeting: 21 Sept</b>	

**Item (4) Open Actions (Closed items to be removed the following month)**

#	Description	Assigned	Due Date
1	(17/8): Eloise will check with Matrix on Board re updated quote and availability for training for COM on half day risk, half day Financial Reports(NB original quote was \$1748).	EP	21 Sept
2	(17/8): discussion about suspending sub-committees until more COM members	EW	Ongoing – hold over till EW’s return
4	Jude to provide research on community education	JH	<del>15 June</del> 17August DEFUNCT
7	Draft Policies on History of the NTWWC and Returning to work after parental Leave - to be considered by e-decision by EW. To be considered by e-decision on 16 June	EW	<del>15 June</del> <del>17August</del> COMPLETED
8	COM members to investigate grants options for new server.	All	Ongoing
9	EW to distribute email to COM about focus discussion on strategic plan and how to make it effective and practical	EW	Ongoing – hold over till EW’s return
10	(17/8) Nadine to send thanks and acknowledgement of resignation to Jude by email.	NW	21 Sept
11	(17/8) Rachael to send out e-decision for approval of audit.	RU	24/8

12	FM would like the COM to examine duties of Treasurer and discuss role of Treasurer at next meeting. AD to circulate documents re Treasurer's role.	AD	21/9
13	(17/8) RU and NW to work together this week to get the EA lodged with FWC.	RU, NW	21/8
14	(17/8) EP to send out a questionnaire to guide discussion at next meeting on self-evaluation by COM of effectiveness, prior to meeting.	EP	Prior to 21/9
15	(17/8) RU to circulate our recruitment policy to guide us on filling current vacancy.	RU	Prior to 21/9

Meeting Closed: 6.55pm

Strategic Plan  
(Please Do Not Remove)

**1. Collaboration and Stakeholder Engagement**

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

**2. Community Education**

2.1 To establish and implement a clear community education framework

**3. Funding**

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

**4. Cultural Accessibility**

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

**5. Regional and Remote Work**

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

**6 Staff**

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

**7 Governance**

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.